



# STATE OF NEBRASKA

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
REGULATION AND LICENSURE – Environmental Health Services  
P.O. Box 95007, Lincoln, Nebraska 68509-5007  
402-471-6435

This form may be completed online (<http://www.hhss.ne.gov/enh/OpCertReimburseApp.pdf>).  
Mail completed application to the address listed below.

## WATER OPERATOR TRAINING/CERTIFICATION REIMBURSEMENT APPLICATION

*Please Type or Print Clearly*

Name of Public Water System or Individual to be Reimbursed:			
Federal Tax Identification Number or Social Security Number of Individual to be Reimbursed:			
Mailing Address:	Street/PO/Route:		
	City:	State:	ZIP:
Name of the Public Water System that the Individual(s) Serve as Operator:			

Name(s) of Operator(s) Attending Course, Seminar or Workshop	Approved Hours	Water Operator Grade	Certificate Number	Certificate Expiration Date	Volunteer or Salaried

Name of Course/Seminar/Conference:						
Location of Course:				Course Date(s):		
Description of Cost:	Registration:	\$ _____	X	_____	Total:	\$ _____
	Certification:	\$ _____	X	_____	Total:	\$ _____
	Book(s):	\$ _____	X	_____	Total:	\$ _____

**Attach copy of proof of payment (receipt, cancelled check or bank statement) and copy of proof of attendance.**

Mileage Start (Odometer Reading):	Mileage Stop (Odometer Reading):	Total Miles:	Department will calculate reimbursement for mileage based on the applicable federal mileage reimbursement rate.	
Vehicle License Number:	Traveled From:	To:	and Return	Number of Round Trips:
<b><u>For Volunteers Operators Only:</u></b>		Meals (Attach Receipts)		Total: \$ _____
		Lodging (Attach Receipts)		Total: \$ _____
FOR DEPARTMENT USE ONLY – Total Miles _____ X Current Federal Rate _____				\$ _____
<b>FOR DEPARTMENT USE ONLY – TOTAL REIMBURSEMENT REQUESTED:</b>				\$ _____

Signature \_\_\_\_\_

Date \_\_\_\_\_

### FOR DEPARTMENT USE ONLY

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

☐ Activity A

☐ Activity B

☐ Activity C

☐ Activity D

**READ THE FOLLOWING INSTRUCTIONS COMPLETELY BEFORE COMPLETING APPLICATION**

1. Application **must be completed in full** in order to be processed. Complete an application for each eligible activity attended. **Receipts or other verification of expenditures and proof of attendance must be included with each application.**
  2. Reimbursement eligibility applies **only** to individuals serving as operators of community or non-transient non-community Public Water Systems serving populations of 3,300 or less. Costs for eligible training activities are reimbursable to the individual or Public Water System; whichever incurred the costs.
  3. Reimbursement will only be provided for eligible activities conducted in Nebraska, and that have been approved for continuing education or certification credits by the Department. Eligible activities are listed below.
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ELIGIBLE ACTIVITIES FOR REIMBURSEMENT OF COSTS

## A. Operator Certification Training Courses for Grades II, III, and IV (includes grade IV correspondence course)

Reimbursable costs include:

1. Registration fee
2. Certification fee
3. Materials (text books)
4. Reasonable mileage to and from the course location at the current federal mileage reimbursement rate

Reimbursement of costs to each eligible individual will be limited to one course and one successful re-take examination per calendar year.

## B. Individual Examination for Grades II, III, and IV Water Operator Certificate

Reimbursable costs include:

1. Exam fee
2. Certification fee
3. Reasonable mileage to and from the exam location at the current federal mileage reimbursement rate

Reimbursement of costs to each eligible individual will be limited to one examination and one successful re-take examination per calendar year.

## C. Conferences/Seminars/Workshops for Certification Renewal Purposes

Reimbursable costs include:

1. Registration fee
2. Reasonable mileage to and from the conference/seminar/workshop at the current federal mileage reimbursement rate

Eligible conferences/seminars/workshops are those that have been approved by the Department for continuing education hours applicable to predominately water certification grades of I, II, III, or IV. Eligible conferences/seminars/workshops are those that are conducted in Nebraska.

## D. Volunteer Operator Per-Diem Reimbursement

VOLUNTEER OPERATORS (those receiving NO form of compensation from a PWS) can also apply for reimbursement of meals and lodging expenses incurred (per diem expenses). Per-diem expenses will be reimbursed according to State of Nebraska Guidelines (max. of \$101.00/day). Application for per diem expenses must include receipts for meals and lodging.